

C-O-N-F-I-D-E-N-T-I-A-L

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23 January 1961

MEMORANDUM FOR: Area Top Secret Control Officers

SUBJECT : Guide for Area Top Secret Control Officers

1. There is attached for your guidance a statement of the functions and responsibilities of Top Secret control officers and acceptable procedures for the control and transmission of Top Secret documents.

2. This guide is not intended to contravene or modify any existing regulatory issuance, but rather to serve as a basis for training new employees and as a means of achieving a greater degree of uniformity and insuring the adequacy of the controls applied to Top Secret documents.

3. Any questions concerning the attachment or requests for additional copies may be referred to the Central Top Secret Control, Extension 4583.

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CIA Top Secret Control Officer

Attachment

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